



Qualification Verification Visit Plan

What this form is for

This form should be completed by an External Verifier following discussions with a centre's SQA Coordinator to confirm the details of a verification visit. The form should be sent to the SQA Coordinator at least two weeks before the visit is due to take place as a reminder of the evidence that the centre should make available for review and of the people that should be available for interview. It should also be copied to the appropriate Senior External Verifier or Senior Without Portfolio.

How to use this form

This form is to be completed electronically. Please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#)

1. Centre Details

Centre name

Centre number

SQA Coordinator name

SQA Coordinator email

2. Visit Details

This Visit Plan relates to the external verification of the following qualification type:

HNs	VQs	NQs	Other	(please specify)
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External Verifier's name

Date of initial contact

Date and time of visit

From

To

Sites to be visited

Is this a residential
address?

Verification group name

Verification group number

3. Qualifications and Units

The following Qualifications and Units will be verified during the visit:

Code Level Title

Code	Level	Title		

The following evidence type will be available for sampling:

Paper based

Electronic

Both

Please provide records of assessment and internal verification for the Qualifications and Units specified above.

4. Interviews

Please ensure that the following Assessors, Verifiers and Candidates are available for interview:

Assessors

Internal Verifiers

Candidates

5. Monitoring of Live Assessment

Detailed below are the requirements for the monitoring of live assessments during the visit, if applicable:

6. Rationale for Sampling Approach

Provided below is justification for the approach to sampling

7. Agenda for Visit

Proposed below are the items to be covered on this visit. (Please Include recommendations from previous visit, if applicable)

8. Evidence for all Qualification Types

Please make arrangements for any documents that relate to the following procedures and processes to be available for inspection during the visit :-

1. Assessment standards / Unit specifications.
2. Assessment Methods / Instruments.
3. Assessment decisions / Candidate evidence.
4. Assessor standardisation arrangements.
5. Assessment and Internal verification procedures and practice.
6. Reviews of assessments environments and procedures, equipment and learning and assessment materials.
7. Records relating to candidate development needs and prior achievements.
8. Evidence of accommodating the requirements of EV Visits, including processing of EV feedback.

9. Additional Evidence for Vocational Qualifications and applicable National Qualifications and Higher National Qualifications

For VQs and applicable National Qualifications and Higher National Qualifications only please make arrangements for any documents that relate to the following procedures and processes to be available for inspection during the visit :-

1. Records of Assessor and Internal Verifier qualifications and experience.
2. Adherence to Assessment Strategies, unit specifications/operational handbooks, arrangements documents and group award strategy documents.
3. Continual Professional Development.

10.External Verifier Details

Name

Date

Email Address